

ER-4-2191

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Comptroller

DATE: 10 June 1953

FROM : Deputy Chief, Finance Division

SUBJECT: Memorandum of 19 May 1953 from Auditor-in-Chief - Subject: Certification and Processing of Travel Vouchers

1. Attached are proposed memoranda prepared for the signature of the DD/A in reference to transmittal of Travel Data Sheets discussed in the subject memorandum.

2. As indicated in the proposed reply, in the initial stages, problems were encountered in the implementation of the procedure for payment of PCS travel in the field which caused delays in the release of these forms. Specifically, the problems were occasioned by delay in the adoption of the procedure whereby Transportation Division was to supply Finance Division with information as to cost and nature of transportation furnished travelers for transmittal to Field Stations. Such procedure has now been placed in effect by Transportation, and further delays of this nature should be avoided.

3. To date Travel Data Sheets for 90 persons have been furnished the  This covers all persons known to Finance Division to have left for that station since 1 February 1953.

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Attachments

FD/LEB:mfh

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UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET  
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Comptroller	<i>EAH</i>	<i>11 June 53</i>
2	209 Central Bldg.		
3	<i>4-PD/A</i>	<i>AKufg</i>	<i>6/11/53</i>
4	<i>Comptroller</i>		
5			
FROM		INITIALS	DATE
1	Finance Division	<i>HB</i>	<i>6/10/53</i>
2			
3			

☐ APPROVAL    ☐ INFORMATION    ☐ SIGNATURE  
☐ ACTION    ☐ DIRECT REPLY    ☐ RETURN  
☐ COMMENT    ☐ PREPARATION OF REPLY    ☐ DISPATCH  
☐ CONCURRENCE    ☐ RECOMMENDATION    ☒ FILE

Remarks:

~~SECRET~~  
~~SECURITY INFORMATION~~  
~~CONFIDENTIAL~~

19 May 1953

MEMORANDUM

TO : Director, Central Intelligence Agency  
ATTENTION: Assistant Deputy Director for Administration  
FROM : Auditor-in-Chief  
SUBJECT : Certification and Processing of Travel Vouchers  
REFERENCE: [ ] dated 10 February 1953

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1. Reference provides that this Station should audit, certify and process PCS travel from Headquarters, temporary duty to Headquarters and return, in addition to area travel vouchers presently handled in this manner for employees traveling after 1 February 1953.

2. It is found that there are fifty-four individuals at this Station awaiting payment for ZI travel because this Headquarters cannot settle the accounts due to the absence of Travel Data Sheets which are suppose to be furnished by the Washington office, but which, up to this time, have not been so furnished. I am advised that a list of these vouchers has been furnished the Washington office and cable requests for the Travel Data Sheets have produced no results.

3. It is requested that this matter be reviewed and action be taken to expedite compliance with the Regulations in question so that the individual here may be paid the money due them.

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[ ]

~~CONFIDENTIAL~~ Auditor-in-Chief

~~SECRET~~  
~~SECURITY INFORMATION~~